

Memo

To: Board of Managers
From: Michael Younes, Director of Municipal Operations
CC: Shana Davis-Cook, Village Manager
Date: 4/3/2013
Re: Consulting Arborist Contract Extension Request

Background

The Village's Consulting Arborist contract is currently nearing the end of its initial three (3) year contract period. This is the first contract between the Village and **Feather and Associates**, more specifically Dr. Tolbert Feather.

Overall Village staff has been pleased with Dr. Feather's expertise and responsiveness to Village needs. Dr. Feather has received compliments from the co-Chairs of the Parks and Greenspaces Committee and current/former Chairs of the Tree Committee for his guidance and involvement with their committees.

The Village's Permitting and Code Enforcement Coordinator has remarked that the work product received from Dr. Feather is always very clear, concise and thorough. Dr. Feather often provides a map or drawing of his recommendations in addition to a written report, which is very helpful to provide to residents and contractors for tree preservation plans or other larger scale building/landscape projects.

Over the past year, Dr. Feather has completed a GIS inventory of the Village's street and park trees, which Dr. Feather is updating on a routine basis. Dr. Feather has also assisted the Village by training our Public Works department staff how to trim the various stands of boxwoods throughout the Village. This work has created cost savings and efficiencies in maintaining and enhancing the Village's urban forest and landscape.

Staff Recommendation

Staff recommends that the Village exercise the first of our two (2) one-year options to extend the contract with Feather and Associates.

Board Action

If the Board concurs with staff's recommendation, staff requests authorization to exercise the first of two (2) one-year extension options with Feather and Associates. The option year shall run from July 1, 2013 through June 30, 2014.

Draft Motion: I move to **APPROVE/DENY** staff's recommendation to exercise the first of two (2) one-year extension options with Feather and Associates.

If the Board feels that the contract should be re-bid, staff would prepare bidding documents for solicitation and a new contract award would be placed in the Board's June regular meeting agenda.

Attachment

- 1) Draft Contract Extension Letter